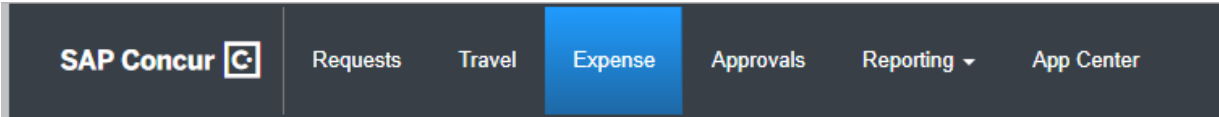


EXPENSE REPORT: MISSING RECEIPT DECLARATION



CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

Missing Receipt Declaration

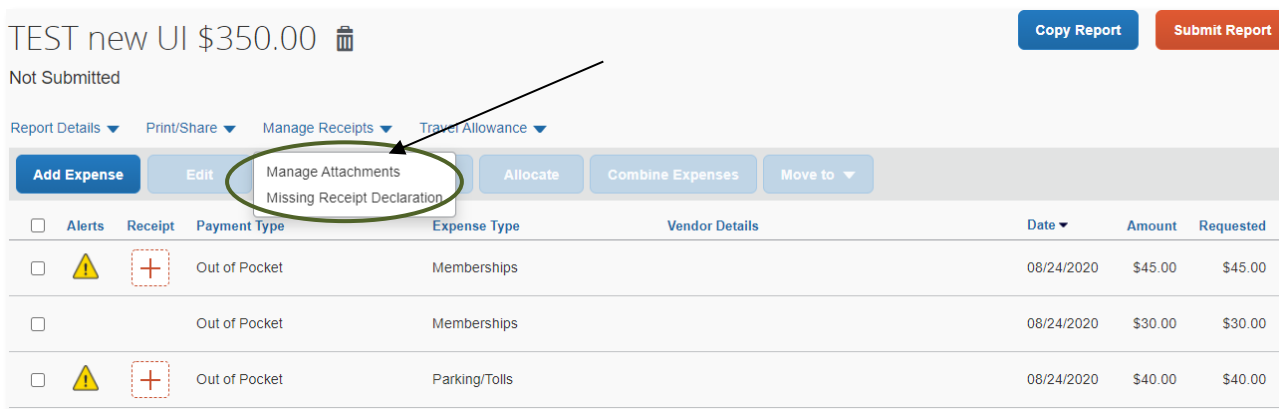
Lost or Missing Receipt


Receipts are required for all expenses over \$75.00.

NOTE: CSU Policy does not allow Missing Receipt forms for Air, Hotel, and Car Rental charges. Contact the business for a copy of the receipt to attach. If receipt cannot be obtained then a paper Lost Receipt Form must be attached.

If you have an expense \$75 or more without a receipt, Missing Receipt Affidavit is required in order to submit your Expense Report.

1. Start by clicking Manage Receipt in the Expense Report. Then select Missing Receipt Declaration







TEST new UI \$350.00  Copy Report Submit Report

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

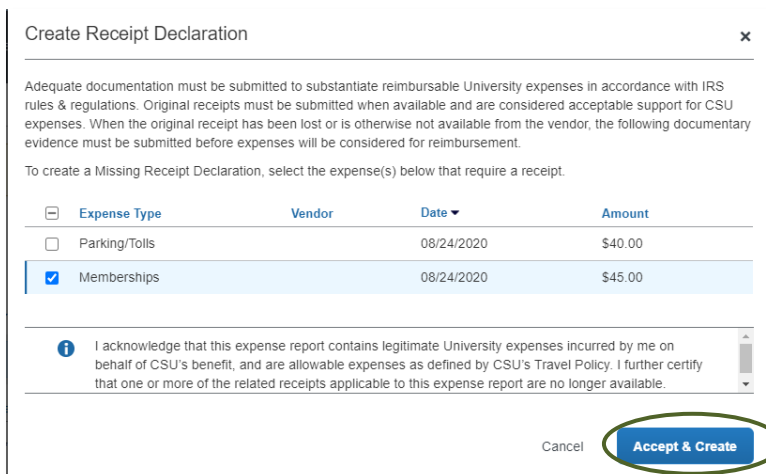
Add Expense Edit Manage Attachments Allocate Combine Expenses Move to ▾

Missing Receipt Declaration

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Amount	Requested
<input type="checkbox"/>			Out of Pocket	Memberships		08/24/2020	\$45.00	\$45.00
<input type="checkbox"/>			Out of Pocket	Memberships		08/24/2020	\$30.00	\$30.00
<input type="checkbox"/>			Out of Pocket	Parking/Tolls		08/24/2020	\$40.00	\$40.00

2. Select the expense that you want to create the receipt declaration for and hit **Accept & Create**

NOTE: only expenses \$75 and over will show. Expenses for air, car rental, hotel, and hospitality under \$75 with no receipt can attach a paper Lost Receipt Form




Create Receipt Declaration ✕

Adequate documentation must be submitted to substantiate reimbursable University expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for CSU expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

<input type="checkbox"/>	Expense Type	Vendor	Date ▾	Amount
<input type="checkbox"/>	Parking/Tolls		08/24/2020	\$40.00
<input checked="" type="checkbox"/>	Memberships		08/24/2020	\$45.00

 I acknowledge that this expense report contains legitimate University expenses incurred by me on behalf of CSU's benefit, and are allowable expenses as defined by CSU's Travel Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Cancel Accept & Create

3. Missing Receipt Affidavit will be created and added as a **Receipt Image**

Expense Receipt Image

Missing Receipt Affidavit - Parking/Tolls

Date of Expense: 10/30/2019
Amount: \$40.00

I acknowledge that this expense report contains legitimate University expenses incurred by me on behalf of CSUOC's benefit, and are allowable expenses as defined by CSUOC's Travel Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Stephanie Albright
11/01/2019
9:06 PM Greenwich Mean Time